

Whitehorse Manningham Regional Library Corporation

AGENDA

Ordinary Meeting of the Board

Wednesday 26 August 2026

Notice of meeting

Notice is hereby given that an Ordinary meeting of the Whitehorse Manningham Regional Library Board will take place on **Wednesday 26 August at 6.00pm, Meeting Room 3, Box Hill Library, 1040 Whitehorse Road, Box Hill 3128**

Sally Both

Chief Executive Officer

Required Attendance

Cr Andrew Conlon (Manningham Council) - Chair
Cr Hayley Weller (Whitehorse Council) – Deputy Chair
Cr Andrew Davenport (Whitehorse Council)
Cr Jim Grivas (Mayor, Manningham Council)
Lisa Letic (Whitehorse Council)
Andrew McMaster (Manningham Council)
Nicola Nye (Whitehorse Community Representative)
Alison Low (Manningham Community Representative)

WMRLC Officers

Sally Both (Chief Executive Officer)
Jonathan Gosden (Manager Library Operations)
Katie Norton (Manager Community Participation)
Pooja Sareen (Manager Finance)
Pat Wickramage (Manager Technology and Risk)

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1 Welcome and Apologies

Cr Grivas has notified that he will be taking leave of absence from 14 August 2026 to 20 September 2026.

2 Statement of Acknowledgement

Whitehorse Manningham Libraries acknowledges the Wurundjeri Woi Wurrung people of the Kulin Nation as the traditional owners of the land we are meeting on and we pay our respects to their Elders past, present and emerging.

3 Disclosures of interest/conflicts of interest

4 Minutes of Previous Meeting

Recommendation

That the Board adopts the minutes of the extra ordinary meeting held on 17 June 2026.

Attachments

Attachment 1 – Minutes of the Extra Ordinary Board Meeting 17 June 2026

5 REPORTS

5.1 FINANCIAL STATEMENTS 2025/26 (for decision)

Report Prepared by: Finance Manager

Executive Summary

The Financial Statements for FY 2025/2026 have been prepared in accordance with the Australian Accounting Standards, Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The Board's in-principle approval is sought for the Financial Statements to be submitted to the Auditor General and for two board members to be authorised to certify the statements once any amendments or changes requested by the Auditor General have been made.

Recommendation:

That the Board:

- a) **gives in-principle approval for the Financial Statements to be submitted to the Auditor General; and**
 - b) **authorises Crs Conlon and Davenport, to certify the Financial Statements on behalf of the Board, once any amendments or changes requested by the Auditor General have been made.**
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Background and Discussion

The Financial Statements constitute a general-purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements.

The Audit and Risk Committee (ARC) have reviewed the draft Financial Statements for this period and discussed the closing report and management letter with the External Auditor.

The ARC noted that management has implemented improvements to finance processes, systems and controls, supporting more complete and accurate financial records and reporting. These improvements have resulted in the identification and recognition of additional receivables, contributing to an increase in the reported receivables balance. The increase reflects improved completeness and accuracy of the financial records.

Regulatory

The Local Government Act requires the Board resolves to give approval for the Financial Statements to be submitted to the Auditor General and authorises two Board Members on behalf of the Library Board to certify the Financial Statements once any amendments or changes requested by the Auditor General had been made.

The general-purpose financial report complies with Australian Accounting Standards and interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014.

Declaration of Interests

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Attachments

Attachment 2: Financial Statements 2025/26

5.2 WHITEHORSE OPEN LIBRARY (for decision)

Report Prepared by: Chief Executive Officer

Executive Summary

The Whitehorse City Council at its meeting on 22 June 2026 endorsed the introduction of the Open Library service at Nunawading Library in the FY2026/27. The Open Library service will allow registered and inducted library members to independently access Nunawading Library (8am -10pm daily) outside of standard operating hours and in an unstaffed environment. The extended service offering is an enhancement to the staffed library service and not a replacement of existing services.

Open Library at Nunawading Library will be provided by WMRLC as an additional service in the Whitehorse municipality.

This report seeks the Board's endorsement for the provision of Open Library Services at Nunawading Library to be designated as a "Special Project in accordance with Clauses 9.7, 9.8 and 9.9 of the Whitehorse Manningham Regional Library Agreement.

Allocations have been made in the Whitehorse City Council FY2026/27 budget for the capital implementation of the Open Library at one Whitehorse library and for Year 1 operating costs. Council will be responsible for the costs incurred by WMRLC in the provision of the Nunawading Open Library Special Project.

Recommendation:

That the Board:

- a) Notes the resolution by Whitehorse City Council to implement the Open Library extended access service at Nunawading Library in the 2026/27 financial year;**
 - b) endorses the provision of the Open Library service at Nunawading Library by Whitehorse Manningham Regional Library Corporation as an additional service;**
 - c) endorses the designation of the additional service as a Special Project to be delivered in accordance with Clauses 9.7, 9.8 and 9.9 of the Whitehorse Manningham Regional Library Agreement; and**
 - d) authorises the Council Officers, Lisa Letic and Andrew McMaster to sign the Nunawading Open Library Special Project Agreement.**
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Background and Discussion

The Whitehorse City Council at its meeting on 22 June 2026 endorsed the introduction of the Open Library service at Nunawading Library in the FY2026/27. The Open Library service will allow registered and inducted library members to independently access Nunawading Library (8am -10pm daily) outside of standard operating hours and in an unstaffed environment.

Open Library at Nunawading Library will be provided by WMRLC as an additional service in the Whitehorse municipality. The extended service offering will be an enhancement to the staffed library service and not a replacement of existing services. Current staffed opening hours will be unchanged. The Open Library will increase access to Nunawading Library by up to 43.5 hours over 7 days and responds to changing community expectations and contemporary work, study and lifestyle patterns.

The Open Library model has been operating successfully at Warrandyte Library since 2023 and is an additional service delivered by WMRLC in Manningham as a designated Special Project under the terms of the Regional Library Agreement.

Allocations have been made in the Whitehorse City Council FY2026/27 budget for the capital implementation of the Open Library at one Whitehorse library and for Year 1 operating costs. Council will be responsible for the costs incurred by WMRLC in the provision of the Nunawading Open Library Special Project.

Implementation is anticipated to commence in the second quarter of the FY2026/27, with the service launch towards the end of the 2026 calendar year.

Strategic Link

The introduction of the Open Library service at Nunawading Library is aligned with the Library Plan 2025 - 2029 strategic goal 2. Inspiring places and 3. Services shaped by community.

Regulatory

WMRLC may provide additional services for a member Council as a 'Special Project' in accordance with Clauses 9.7, 9.8 and 9.9 of the Whitehorse Manningham Regional Library Agreement.

Financial Impacts

Whitehorse City Council will be responsible for reimbursing WMRLC for the costs incurred in the provision of the Nunawading Open Library service.

Risk Management

Risk mitigations will include controlled access, member induction and conditions of use, CCTV, duress buttons, security and alarm systems.

Declaration of Interests

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Attachments

Attachment 3: Nunawading Open Library Special Project Agreement

5.3 FINANCE REPORT Quarter 4 FY25/26 (for decision)

Report prepared by: Manager Finance

Executive Summary

The Quarter 4 Financial Report (Attachment 4) presents WML's operating result and capital expenditure performance against Budget for the period 1 July 2025 to 30 June 2026.

The FY25/26 result at 30 June is a net surplus of \$89,735 (\$446k favourable to Budget). Contributing factors include interest from investments greater than budgeted, additional grants received and operating expenditure below budget.

Recommendation

That the Board notes the Quarter 4 Finance Report.

FY25/26 Performance against Budget

The WML Budget 2025/26 was adopted by the Board on 18 June 2025. The FY25/26 result at 30 June is a net surplus of \$89,735 (\$446k favourable to Budget). Contributing factors include:

- Interest from investments \$111k greater than budgeted
- Grant income \$50k above budget due to additional grants achieved to deliver community programs
- Operating expenditure \$136k lower than budget, reflecting careful and proactive budget management.

WML Budget FY26/27

The State Government Public Library Funding Program has been confirmed for FY2026/27 with no increase on the previous year.

The individual Council contribution amounts in Note 4.1.1 on page 15 of the adopted WML FY26/27 Budget were incorrectly stated. The total Council contributions are correctly stated at Note 4.1.1 and throughout the document. The correct contribution amounts have been confirmed with the member Councils and align with the 60/40 ratio for member contributions in the Regional Library Agreement and the agreed 2.75% uplift in contributions in FY26/27. There is no material impact to the adopted Budget and as such a revised Budget is not required.

Regulatory

Quarterly reporting on financial performance is a requirement of the *Whitehorse Manningham Regional Library Agreement* and s138 of the *Local Government Act (Vic)1989*.

Declaration of Interests

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Attachment 4: FY2026/27 Quarter 4 Financial report

5.4 AI GOVERNANCE POLICY (for decision)

Report prepared by: Manager Technology and Risk

Executive Summary

This report seeks the Board's endorsement of the AI Governance Policy, which establishes a clear framework for the responsible, ethical and secure use of artificial intelligence (AI) within Whitehorse Manningham Libraries.

Adoption of the policy will strengthen organisational governance, ensure alignment with WML's Risk Management Strategy and Framework and support compliant and transparent AI use while maintaining public trust.

Recommendation

That the Board adopt the AI Governance Policy.

Discussion

AI tools are increasingly accessible and are already being used across many sectors, including local government and libraries. Without an agreed governance framework, there is a heightened risk of inconsistent practices, inappropriate use of data, reputational harm and non-compliance with privacy and security obligations.

The proposed AI Governance Policy establishes clear principles and controls to ensure AI use within WML is human-centred, transparent and accountable. It clarifies that staff remain responsible for all AI-generated outputs, that only approved tools may be used with organisational data and that confidential or personal information must not be entered into public AI platforms.

The Policy also provides practical guidance through defined "do and don'ts", approved versus unapproved tool lists, training expectations and an AI approval workflow for new or high-risk use cases. These measures support consistent decision-making, risk management and appropriate oversight while enabling innovation in a controlled manner.

The Policy will be supported by a suite of training resources that will provide further guidance for staff in the use of approved AI tools in the workplace.

Consultation

The proposed AI Governance Policy has been reviewed by the Audit and Risk Committee.

Strategic Link

WML Risk Management Strategy and Framework. Strategic Risk 1.3: Failure to maintain good governance.

Declaration of Interests

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Attachments

Attachment 5: AI Governance Policy

5.5 CHRISTMAS TO NEW YEAR OPENING HOURS (for noting)

Report prepared by: Manager Library Operations

Executive Summary

Whitehorse Manningham Libraries will operate with some modification to opening hours between Christmas Eve 2026 and New Years Day. A high level of service availability will be maintained while supporting efficient deployment of staffing resources. Similar modification to opening hours was implemented for the same period in 2025 and received minimal community feedback.

Recommendation

That the Board note the Christmas to New Year opening hours.

Discussion

Whitehorse Manningham Libraries will operate with modified opening hours between Christmas Eve and New Years Day (Table 1). Library visitation rates are expected to be lower than usual over this period especially with three public holidays falling on Friday, Saturday and Monday.

Table 1: Opening Hours Christmas - New Year

Thursday 24 December	All libraries close at 1pm
Friday 25 December to Monday 28 December	All libraries closed
Tuesday 29 December to Thursday 31 December	Box Hill, Nunawading, Vermont South, Doncaster, The Pines and Warrandyte: normal opening hours until 5pm on 31 December Blackburn and Bulleen: closed
Friday 1 January	All libraries closed
Saturday 2 January	All libraries resume normal opening hours

Open Library will continue to be available to registered Open Library members from 8am to 10pm throughout the Christmas/New Year period.

External Return Chutes will be available when libraries are closed. Due dates will be adjusted so that loans don't fall due on days when libraries are closed. Electronic resources will continue to be available. Modified hours will be communicated via WML's usual communication channels.

The closure of Blackburn and Bulleen libraries from 29 to 31 December will support continuity of service at larger libraries over a period of reduced casual relief staff availability. Staff not on leave will be rostered according to operational requirements.

Strategic Link

Library Plan 2025 – 2029 Goal 2. Inspiring Places: Priority 2.3 Ensure library spaces and services are accessible and inclusive

Regulatory

WMRLC Enterprise Agreement 2024: Clause 45.14 Christmas Eve Closure and Clause 45.15 New Years Eve Closure.

Declaration of Interests

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Attachments

Nil

5.6 LIBRARY PROGRAMS AND EVENTS (for discussion)

Report prepared by: Chief Executive Officer

Executive Summary

WML has in place a procedure that provides library staff with guidelines when engaging speakers for library programs and events.

The guidelines support a consistent approach ensuring activities are participant-focused, support community learning and engagement and meet WML's compliance, governance and risk management obligations.

The guidelines are routinely applied to both internal and library-partnered programs.

The terms and conditions of future partnership agreements will explicitly state the requirement for all speakers to be assessed in accordance with the *Library Programs & Events Speakers Procedure* and agreed by all partners.

Recommendation

That the Board note the Library Programs and Events - Speaker Procedure.

Discussion

WML has in place a procedure that provides library staff with guidelines when engaging speakers for library programs and events. The guidelines provide a consistent framework for library programs and events, ensuring activities are participant-focused, support community learning and engagement and meet WML's compliance, governance and risk management obligations

The procedure and guidelines are applicable for standard library programs, and ceremonial and official events, including those delivered under a partnership arrangement.

- Standard Library Programs are defined as programs that form part of WML's regular service delivery
- Ceremonial and Official Events are defined as events hosted by WML that involve official acknowledgements, funding agreements, civic representation, ceremonial activities or other formal obligations.

WML's approach is informed by the Library Corporation's requirement under the Local Government Act to act impartially and in a fair and equitable manner, avoiding any real or perceived advantage or disadvantage or bias.

The terms and conditions of future partnership agreements will explicitly state the requirement for all speakers to be assessed in accordance with the *Library Programs & Events Speaker Procedure* and agreed by all partners.

Strategic Link

Library Plan 2025 -2029, Goal 1: Value for community

Legislation ad Policy Link

Local Government Act 1989, Board Member Code of Conduct and Employee Code of Conduct.

Declaration of Interests

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Attachments

Attachment 6: Library Program and Event Speaker Procedure

5.7 WML PERFORMANCE REPORT Quarter 4 FY25/26 (for noting)

Report prepared by: Chief Executive Officer

Executive Summary

This report provides an overview of WML's performance for the four quarters of the FY25/26 being 1 July 2025 to 30 June 2026. The report includes Library Plan - Action Plan 2025/26 progress, library activity, strategic risk status and health and safety indicators.

Highlights for the quarter included the completion of the Bulleen Library refurbishment and official launch in May. Upgraded features include automatic entrance doors, study/meeting pod, children's area and customer service desk.

Recommendation

That the Board notes the WML Quarter 4 Performance Report.

Discussion

At the end of the fourth quarter Whitehorse Manningham Libraries have experienced growth in many areas of library activity compared to the same period in the previous year, despite Bulleen Library being closed for building works from 9 February to end of April. Increases include:

- 7% increase in visitation to libraries
- 22% increase in participation in adult programs
- 2% increase in participation in children's & youth programs
- 5% increase in Wi-Fi users
- 10% increase in digital collection loans
- 25% increase in use of the Library App
- 5% increase in library website visits

Strategic Risk

There is no change to the status of the Strategic Risk ratings at 30 June 2026 compared to at 31 March 2026 (refer to Attachment 7: Strategic Risk status at June 2026).

Reported health and safety incidents for the full FY25/26 were 9% higher than in FY24/25, with the highest proportion of incidents occurring at Box Hill Library and relating to antisocial behaviour.

Strategy Link

The quarterly library performance report monitors progress towards the achievement of the Library Plan 2025 – 2029 strategic goals and priorities and Action Plan 2025/26 actions.

Declaration of Interests

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Attachment

Attachment 7: WML Quarter 4 Performance Report

5.8 ACKNOWLEDGMENT (for noting)

Lisa Letic has advised the Board of her resignation as Director Community Life at Whitehorse Council, effective 31 August 2026. Ms Letic was appointed to the Library Board in October 2021, under delegation by the Chief Executive Officer, Whitehorse Council.

The Board thanks Ms Letic for her participation as a member of the Library Board, acknowledges her contribution over the past five years and wishes her well for the future.

6. CONFIDENTIAL REPORTS

Recommendation:

In accordance with Section 89(2) of the Local Government Act 1989, the Board resolves to go into camera and close the meeting to the public as the matter to be discussed relates to contractual and personnel matters.

Confidential reports are published under a separate cover.

7. Next Meeting

6pm Wednesday 14 October Extra-Ordinary Meeting to adopt the 2026 Annual Report

8. Closure